



## Effective Staffing and Management: *Management Resources*

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content:	All staff Meeting_Sample Outline

### Overview

In CHOICE, all staff meetings were held weekly on a Wednesday morning from 8am-9am prior to patient appointments. Led by the Project Director, the meetings were an opportunity to bring together the clinical, data and research departments to discuss the status of the CHOICE project and to solicit staff feedback on current practices and protocol. Also, staff meetings were used as an opportunity to celebrate team accomplishments and birthdays. This document provides a general outline which guided all-staff CHOICE meetings. In addition to all staff meetings, each department met separately on a weekly or monthly basis. This outline can be modified to meet the needs of your organization.

- I. Goals and Progress
  - a. What are our current goals?
  - b. What is the current status of how close we are to attaining them?
  - c. Congrats if going well, problem solving if not going well
    - i. Any systemic changes that might help?
    - ii. Are these changes possible right now or in the future?
- II. Updates from Management
  - a. Any staffing changes – new responsibilities for certain people?
  - b. New projects or initiatives on the horizon
  - c. Any changes to systems needed or reminders to staff?
  - d. Collected questions from staff– as individuals have questions about process throughout the week, record these and present to the whole staff so that everyone is aware of updates.
- III. Updates from Staff
  - a. Reporting progress on tasks assigned.
  - b. Any suggestions for efficiency improvements in our current system?
  - c. What feedback have you heard from patients regarding our process?
  - d. Any great patient experiences to share?
- IV. Team-building or staff enhancement activity
  - a. For resources on staff enhancement activities, refer to [Staff Enhancement Activities](#).